



September 27, 2010

Ray Sharp, Director
Environmental Services/Public Works
City of Leesburg
223 South 5th Street
Leesburg, Florida 34748-5816

RE: City of Leesburg
SR500 Utility Relocation – Professional Services During Construction
Scope of Work and Fee Proposal
Jones Edmunds Project No.: 07810-026-01

Dear Mr. Sharp:

In accordance with your request, Jones Edmunds & Associates, Inc. is pleased to present our proposed scope of work and fee proposal for Professional Services During Construction (PSDC) for the water main relocation project along SR 500 (US 441) and SR 25 (US 27) within the City of Leesburg (City).

BACKGROUND

Jones Edmunds has provided the professional engineering design services to the City for this project, which will include the construction of roughly 8,500 linear feet of 6- to 12-inch water main and various valves/fire hydrants along SR 500 and SR 25 to replace under-sized and outdated facilities. The City has entered into a Joint Project Agreement (JPA) with the Florida Department of Transportation (FDOT) to perform the waterline relocation work in conjunction with the roadway construction. FDOT has received the bids, and construction is scheduled to begin October 4, 2010. Pursuant to the JPA, Metric Engineering, an FDOT consultant, will be responsible for Construction Engineering Inspection (CEI) for this project and will have contract administration/control of the project. Accordingly, Jones Edmunds provides the following scope of work and fee proposal for the water main construction.

730 NE Waldo Rd
Gainesville, FL 32641

352.377.5821 Phone
352.377.3166 Fax
www.jonesedmunds.com

PROPOSED SCOPE OF WORK

Based on our understanding of the goals for this project, Jones Edmunds proposes to provide the following engineering services:

- Construction Administration
- Resident Observation
- Florida Department of Environmental Protection (FDEP) Certificate of Completion and Project Closeout

TASK 1 – CONSTRUCTION ADMINISTRATION

During construction, Jones Edmunds will:

- Provide a Construction Administrator who will attend weekly FDOT progress meetings as needed during construction. It is assumed that FDOT will provide meeting notes. Attendance at the progress meetings will be partnered with site visits to address any questions or issues.
- Receive requests for clarifications and interpretations and provide written clarifications or interpretations of the Contract Documents.
- Authorize minor variations in the work from the requirements of the Contract Documents that do not involve an adjustment in Contract Price or Contract Time.
- Review and determine the acceptability of the Contractor's water line shop drawings, samples, or substitute submittals as requested by FDOT. This includes the initial review and first re-submittal. Review of 10 to 15 small submittals is anticipated.
- Respond to Contract Change Order (CO) requests by FDOT or the City, verify and negotiate COs, and prepare information for FDOT to include in a contract modification.
- Review quantities of material installed provided by Jones Edmunds' and/or the City's Resident Observers and transmit the appropriate quantity information to FDOT.

TASK 2 – RESIDENT OBSERVATION

Jones Edmunds will provide a Resident Observer as needed to observe construction in accordance with the agreement between FDOT and the City. The Jones Edmunds Observer will be on site as required to provide the following services:

- Observe work progress and installation for conformance with project specifications and regulatory requirements.
- Witness and document testing.
- Take photographs.
- Provide daily observation records (when on site) to the City and FDOT as well as daily, weekly, monthly, and final quantities.
- Coordinate daily with City representatives regarding work progress.
- Track and monitor construction issues.
- Check that materials delivered to site are consistent with submitted materials.
- Maintain field files.
- Participate in completion reviews and punch lists.
- Coordinate with Construction Contract Administrator throughout project regarding project documentation, installation issues, and FDEP Certificate of Completion permitting requirements.

Jones Edmunds assumes that our Resident Observer for this project will work an average of 40 hours per week (including travel time) for approximately 17 weeks between December 2010 and February 2012 as required by the Contractor's activities.

TASK 3 – FDEP CERTIFICATES OF COMPLETION AND PROJECT CLOSEOUT

Upon notification of completion of the work, Jones Edmunds will:

- Conduct a site visit to determine the status of completion of the Project, prepare a punch list of items to be completed for Final Completion, and provide a punch list or a letter identifying necessary items to be completed for Final Completion.

- Review Record Drawing submittals provided by the Contractor and note all correction requirements to the Contractor.
- Conduct a final site visit to determine completion of punch list items, review and provide recommendation regarding the Contractor's Final Completion, and ensure that all closeout documents have been received.
- Provide a complete set of Owner Files that includes all documents reviewed as part of the Services During Construction.
- Review daily observation reports and record documents to confirm compliance with Contract Documents. Submit a Certificate of Completion to the applicable agencies.

SPECIAL TERMS AND CONDITIONS

The following items are excluded from the Scope of Work for the Services During Construction. Should these items be required, prior authorization from the City would be required, and the services would be billed as Additional Services to this Scope of Work.

- A. NPDES permitting for construction activities is the responsibility of the Contractor and is excluded from this proposal.
- B. This proposal is based on an approximately 4-month waterline construction schedule.
- C. Meeting agendas, minutes, or notes are not included in this scope. We assume they will be handled by FDOT's CEI personnel.
- D. This proposal is based on 2010 rates. If services are required beyond July 31, 2011, this fee may need to be adjusted.
- E. Jones Edmunds' Resident Observer will be on site during critical periods of construction. These periods will be determined by Jones Edmunds in conjunction with City staff. During periods of water line construction that do not require Jones Edmunds' Resident Observer, the City will provide a full-time observer to document the progress of the work and ensure compliance with the Specifications and regulatory requirements. The City's observer will complete a daily observation report (provided by Jones Edmunds) for each day of water line construction to facilitate proper certification to FDEP upon completion.

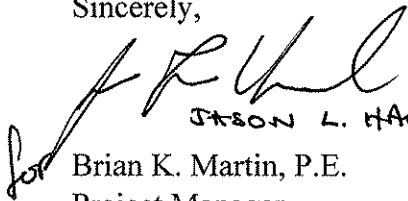
- F. Though we anticipate the water line relocation work to take approximately 17 weeks, the total contract time is 550 days (over 78 weeks), not including time extensions granted by FDOT for weather, holidays, or extra work. During the contract time, we anticipate there will be periods of time where no water line work is occurring that will require coordination with FDOT and the City. We do not know the amount of additional coordination at this time and therefore exclude it from this scope.

COMPENSATION

In accordance with our Contract for Consulting Engineering Services, Jones Edmunds proposes to perform the Scope of Services described in this proposal for the time and materials not-to-exceed fee of \$137,205.00. Payment shall be based on the man hours completed multiplied by the standard rates and expenses approved in resolution 8316 and shall be invoiced monthly.

As always, we appreciate this opportunity to continue to provide services to the City of Leesburg and look forward to your acceptance of this proposal. In the meantime, if you have any questions or wish to discuss any aspect of this proposal, please contact Ken Fraser or me at (352) 377-5821.

Sincerely,


JASON L. HAESELEER, P.E.
for Brian K. Martin, P.E.
Project Manager

\\Gnvmain\construction_services\07810 Leesburg\026-01 SR 500 Utility Relocates\JLH 8-10-10\SR500 PSDC Proposal.bkm.doc

cc: Gary Hunnewell (City of Leesburg)
Terri Lowery (Jones Edmunds)
Ken Fraser (Jones Edmunds)

THIS AGREEMENT is made as of the _____ day of _____, in the year _____, between the City of Leesburg, a Florida Municipal Corporation, whose address is 501 West Meadow Street, Post Office Box 490630, Leesburg, Florida 34749-0630 (hereinafter referred to as the "CITY"), and _____, whose address is _____, (hereinafter referred to as the "PROFESSIONAL").

WITNESSETH:

WHEREAS, on October 27, 2008, the CITY and the PROFESSIONAL previously entered into an agreement for Professional Services on a Continuing Basis (hereinafter referred to as the "Agreement"). The Agreement is referenced herein as though set forth in full.

WHEREAS, the CITY and the PROFESSIONAL desire to enter into a Written Amendment for SR500 Utility Relocation – Professional Services During Construction (PSDC).

NOW THEREFORE, for and in consideration of the mutual covenants and promises contained in this Agreement, the CITY and the PROFESSIONAL do hereby agree as set forth below:

1. The above recitals are true and correct and are incorporated herein.
2. The Parties agree to the scope of work and budget pursuant to the terms and conditions set forth in Exhibits "_____" - Proposed Scope of Work dated July 26, 2010.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the respective dates under each signature.

"PROFESSIONAL"

By: _____

Its: _____

Date: _____

"CITY"

By: _____

City Manager

Attest: _____

Date: _____

City of Leesburg
SR 500 Utility Relocation
Jones Edmunds Project No.: 07810-026-01
Services During Construction Fee Estimate (Proposed)

Task	CA	CPC	RO	EOR	Total
Project Management	\$ 125.00	\$ 70.00	\$ 95.00	\$ 165.00	
Shop Drawings / Submittal Review	8	5	1	1	\$ 1,610.00
Resident Observation	60	15			\$ 8,550.00
Construction Administration	240	76	680	20	\$ 64,600.00
Project Closeout	40	7		24	\$ 38,620.00
					\$ 9,450.00

Subtotal \$ 122,830.00

ODC					
Mileage	26,950	\$ 0.50			\$ 13,475.00
Supplies	4	\$ 100.00			\$ 400.00
Copies / Prints	4	\$ 100.00			\$ 400.00
Shipping	1	\$ 100.00			\$ 100.00

Subtotal \$ 14,375.00

Construction Costs \$ 1,056,794.50

SDC % of Construction Costs 12.98% **Total \$ 137,205.00**

Notes:
Construction Administration and Resident Observation hours based on Contractor's tentative schedule (except for EOR).